

## **Assistant Operations Manager Camino Real Regional Utility Authority**

All times are in Mountain Daylight Time.

Job ID 2016-2219

Number of Openings: 1

Department Camino Real Regional Utility Authority

Posted Date: 8/15/2016; End Date: Continuous

Minimum \$17.28/Hr.; Maximum \$28.58/Hr.

### **Overview**

Responsible for the operation and maintenance of CRRUA's water and wastewater treatment plants, wastewater laboratory and composting systems. Provides technical oversight and support for multiple treatment plant operations, supervises/oversees CRRUA and contract personnel who perform O & M duties. Position requires availability for responding to emergency situations on a 24-hour basis.

### **Responsibilities**

Assigns daily plant operating and maintenance functions. Performs analysis of instrument readings, data, operations records and reports. Monitors treatment chemicals, laboratory chemicals and supplies necessary for departmental operations. Supervises and assists with operation and maintenance of water and wastewater treatment facilities including inspecting and repairing equipment, cleaning facilities and recording equipment operations. Ensures that all operations are conducted in compliance with safety practices. Ensures all required testing is performed and correctly adhering to the Environmental Protection Agency (EPA) and New Mexico Environment Department (NMED) strict guidelines. Oversees the operations of lift stations, collection systems, wells, booster stations, distribution systems, and laboratory and sludge operations, including testing of solids to dispose of at landfill. Monitors preventative maintenance program in order to enhance the longevity of equipment and facilities.

Assists Operations Manager with monitoring and ordering the treatment chemicals, laboratory chemicals, and supplies necessary for departmental operations. Ensures that all operations are conducted in compliance with safety practices and provides training for all personnel. Assists with a variety of administrative tasks including budget preparation, operational reports, and management of personnel and other resources. Ensures all required permits and testing is performed correctly adhering to the Environmental Protection Agency (EPA) and New Mexico Environment Department (NMED) strict guidelines. Monitors all updates on preventative maintenance program in order to enhance the longevity of equipment and facilities. In the absence of the Operations Manager, may oversee construction projects. Participates in development and implementation of goals, objectives, policies and procedures for the department.

Performs other related duties as assigned.

### **Qualifications**

Education. Associates Degree in Water Technology or related field.

Experience. Five (5) years experience in water and wastewater facility operations providing extensive knowledge of biological processes, equipment, tools, physical operations and methods used in inspecting, cleaning, operating and maintaining water and wastewater facilities. Two (2) years supervisory experience required. Bi-lingual preferred.

Education/Experience substitution. Directly related experience may substitute for education in accordance with CRRUA policy.

Licenses/Certifications. Must have valid, unrestricted New Mexico Driver's License; NM Water Level IV & Wastewater Level IV certification or ability to obtain Level IV Certifications within one (1) year.

Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must pass a background and driver's license check.

Must have knowledge of: Principles and processes required for planning, coordination and execution of utility enterprise management, which includes strategic planning, resource allocation and leadership techniques; knowledge of federal, state and local regulations/laws/codes pertaining to utilities; knowledge of performance measurement techniques, budget preparation and ability to set strategic goals and create several alternatives.

Must have skills in: Planning, developing, organizing, implementing, coordinating and controlling functions of technical, trades and labor staff engaged in diverse programs and project to ensure and/or improve effectiveness and efficiency of the division; impartially and firmly exercise delegated authority through subordinate supervisors to enforce personnel and safety rules and regulations and provide leadership to motivate productivity and cooperation of individuals or teams of various types to produce quality and timely operating results; establish and maintain effective working relationships with fellow employees, CRRUA officials, consultants, contractors, utilities, other agencies, civic organizations and the general public using diplomacy in complicated situations involving common operating and management issues such as when responding to inquiries or complaints, express oneself clearly and concisely, and analyze and persuasively explain complex technical and regulatory standards and practices.

**Candidates interested in applying for this position must submit an online application. To submit an application, please visit <https://careers-donaanacounty.icims.com/jobs/search?hashed=-435656036>.**